



Camp Organiser Checklist for the Hero's Journey

Thank you for taking on the role as the Camp Organiser. **Please follow the detailed step by step procedures set out in this document.** These procedures are designed to guide you through the process of organising camp, whilst ensuring a safe and supportive camp experience for all staff and students. It is imperative that you use the links provided to gain access to forms relating to the Hero's Journey.

Completed at the commencement of the school year.

NB: May need to be earlier if your camp is early in Term One.

Confirm your school's booking for Tallebudgera Beach School. As this was completed last year please ensure the following:

- Your school's administration is aware of the camp dates and they are marked on your school's calendar
- Please confirm with Tallebudgera your camp numbers. No guarantees that additional numbers can be accommodated.
- Please view [Camp Fees](#)
- Attach Hero's journey risk assessment covering letter – [Risk Management](#)
- [Export One School Data for Tallebudgera Beach School](#)

Pre Camp -

- Your Tallebudgera Beach School Camp Coordinator will contact you to make arrangements for a visit or a video conference session introducing your school to the Hero's Journey. For Sunday arrivals this pre camp meeting will take place then.
- Student Visit-1 hour requires a venue to accommodate all camp students with Audio/ Visual capabilities.
- Teacher Visit- 30m minute meeting with all Teachers including SEP's to outline camp expectations, data base usage and to answer any camp related questions.
- With your camp planning please consider that teacher changeovers should be avoided and 2 visiting adults per school group are preferable to maximize student outcomes.
- Your school's deadline for camp enrollments should be 3 weeks prior to camp.

6 weeks before camp

Send the following information to all staff members who will be attending camp. Please cut and paste the boxed information into an email within Microsoft Outlook.

Visiting Staff

Thanks for your commitment to your school's upcoming camp at Tallebudgera Beach School. This e-mail has been forwarded by your Camp Coordinator who requires you to ensure that all students, parents and staff are fully briefed and have completed relevant documentation.

Students

- Distribute** important information for Parents: [Information for Parents letter](#)
- Download** (back to back). [Distribute Student Medical Consent - Form A](#) to Parents.
- Student Medical Consent Forms must be collected and returned to your camp organiser a minimum of 3 weeks before camp**

Staff

- Read [Important Information for Teachers](#)
- Download, complete and returned to your Camp Organiser 3 weeks before camp**
[Staff Medical Consent - Form B](#)
- Contact your Camp Organiser to indicate **your preferences for meal duties on [Form C](#)**. Database will be emailed for you to import all medical form information.

Camp Organiser 2 weeks prior to camp

- Camp numbers finalised. One School Data Report and Form C emailed info@talloec.eq.edu.au or fax it to TBS on 552093325.

On completion of the above TBS will then allocate cabins, names and groups sizes specifically to your school so that your database can be finalised.

Thanks for your help and assistance with these matters.